



1255 East Street, Suite 202 • Redding, CA 96001 • (530)262-6190 • FAX (530)262-6189
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Daniel S. Little, Executive Director

AGENDA

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Executive Conference Room (**Please check in with security at the main entrance.**)

Caltrans District 2
 1657 Riverside Dr.
 Redding, CA 96001

Wednesday, September 21, 2016, 1:30 p.m.-3:00 p.m.

| Item | Topic | Time Allotted | Presenter |
|---|---|-----------------|--------------|
| 1 | Call to Order and Introductions | 1:30 p.m. | Chair |
| 2 | Public Comment Period (Limit 3 minutes per speaker) | 1:30 -1:35 p.m. | Chair |
| <p><i>No action or discussion shall be made on any item not appearing on the noticed agenda. Members and staff may briefly respond to statements made or questions proposed by persons exercising their public testimony. (Government Code 54954.2 (2)). The council may direct staff to place a matter of business on a future agenda. The council or staff may ask a question for clarification</i></p> | | | |
| 3 | Discussion and Action Item <ul style="list-style-type: none"> Recommend to the SRTA Board of Directors Changing the "Reasonable to Meet" Definition that is Used to Fund Public Transit Services Discussion and Update Items <ul style="list-style-type: none"> Marketing Options for Cottonwood Express Intercity Transportation Study Update Coordinated Transportation Plan Update | 1:35-2:45 p.m. | Chair / SRTA |
| 4 | Transit Operator Updates <ul style="list-style-type: none"> RABA SSNP Other Member Updates | 2:45-2:55 p.m. | All |
| 5 | Items for next SSTAC Meeting <ul style="list-style-type: none"> Meeting Location Other items | 2:55-3:00 p.m. | Chair |
| 6 | Adjourn | 3:00 p.m. | Chair |

MEMBERSHIP:

- Steve Smith - Help Inc.
- Robert Hale - Citizen, Disabled Transit User
- Susan Morris Wilson - Shasta 2-1-1
- Del Lockwood - Shasta County HHSA/Opportunity Center
- M. Susan Tieden - Veteran Affairs
- Kao Saechao - Far Northern Regional Center
- Marinda May - Hill Country Health and Wellness Center
- Jennifer Powell - Shasta Senior Nutrition Programs
- Lisa White - Shasta Senior Nutrition Programs
- Margie McAleer - Shasta Living Streets
- Phylcia Snow - United Way

Transit Technical Support Staff

- Chuck Aukland - Redding Area Bus Authority
- Al Cathey - Shasta County Public Works

Transportation Acronym Cheat Sheet

| Acronym | Term |
|----------------|---|
| SRTA | Shasta Regional Transportation Agency |
| RABA | Redding Area Bus Authority |
| CTSA | Consolidated Transportation Services Agency |
| SSNP | Shasta Senior Nutrition Program |
| TDA | Transportation Development Act |
| STA | State Transit Assistance (source of TDA funding) |
| LTF | Local Transportation Fund (source of TDA funding) |

Shasta Regional Transportation Agency (SRTA)

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
MEETING NOTES**

Caltrans, District 2 Executive Conference Room
1657 Riverside Drive
Redding, CA 96001
Wednesday, July 20, 2016
1:30 PM

(NOTE: These notes are not intended to serve as a transcript or verbatim record of the proceedings of the Social Services Transportation Advisory Council, but rather as a record of the meeting time, place, attendance, and the order and general nature of the Advisory Council discussion, deliberations, and actions taken, if any.)

Members Present:

| | | |
|---------------------|---|---|
| Steve Smith | - | Help, Inc. |
| Robert Hale | - | Citizen, Disabled Transit User |
| Susan Morris Wilson | - | 2-1-1 Shasta |
| Del Lockwood | - | Shasta County HHSA/Opportunity Center |
| M. Susan Tieden | - | Veteran Affairs |
| Kao Saechao | - | Far Northern Regional Center |
| Marinda May | - | Hill Country Health and Wellness Center |
| Jennifer Powell | - | Shasta Senior Nutrition Program |
| Lisa White | - | Shasta Senior Nutrition Program |
| Margie McAleer | - | Shasta Living Streets |
| Phylicia Snow | - | United Way |

Transit Technical Support Staff:

| | | |
|---------------|---|----------------------------|
| Chuck Aukland | - | Redding Area Bus Authority |
|---------------|---|----------------------------|

Transit Technical Support Absent:

| | | |
|-------------------------|--|----------------------------|
| Unnamed Representative- | | Shasta County Public Works |
|-------------------------|--|----------------------------|

Others Present:

| | | |
|----------------|---|---|
| Donald Kirk | - | SSTAC Alternate |
| Joseph Redding | - | ABC Cabs |
| Anne Thomas | - | Shasta Living Streets |
| Aaron Casas | - | Caltrans, District 2 |
| Kathy Grah | - | Caltrans, District 2 |
| Keith Williams | - | Shasta Regional Transportation Agency Staff |
| Sean Tiedgen | - | Shasta Regional Transportation Agency Staff |
| Kathy Urlic | - | Shasta Regional Transportation Agency Staff |

1. Call to Order and Introductions:

Chair Steve Smith called the meeting to order at 1:30 PM. Introductions were made.

2. Public Comment Period (Limit Three Minutes per Speaker):

No public comments.

3. SSTAC Member Training Review:

Continuing with refresher training, Keith Williams posed four multiple choice queries to the SSTAC, with the option of four possible answers: 1) what month is the annual TDA budget adopted (*June*); 2) which of the following is an unmet need (*shorter headways*); 3) which of the following is not an unmet need (*changing a bus stop location*); and 4) at what time may the public provide feedback on an unmet transit need (*anytime—365 days a year*).

4. Updates and Discussion Items: Steve mentioned that the length of the agenda and the need to potentially spend some time on the Unmet Transit Needs (UTN) Reasonable-to-Meet definition may preclude being able to finish this afternoon. If needed, he suggested creating a committee to evaluate the UTN Reasonable-to-Meet definition.

a) Unmet Transit Needs (UTN) Findings – Keith quickly reviewed the UTN summary, and the SRTA Board of Directors action approving the SSTAC recommendation, including the Crosstown Express, the Whiskeytown Lake Shuttle, and the focus on studying the feasibility of Sunday service.

b) Sunday On-Demand Service – Sean Tiedgen of SRTA staff gave some background on both a proposed grant application to the Federal Transit Administration (FTA) for an on-demand mobility pilot program with SSNP (award information expected in December 2016), as well as plans to further evaluate this opportunity with other funding sources if the FTA grant funding is not awarded. The proposal includes using SSNP vehicles for Sunday service, and opening it for use by all people.

c) UTN/Reasonable-to-Meet Definitions – Keith introduced the topic on behalf of the SSTAC, indicating that they had recommended reviewing/considering this in prior meetings. He referred them to the agenda packet which included the definition of unmet transit needs, and what constitutes reasonable to meet. He asked whether there were any suggestions/revisions to the current definition. Based on some general inquiries, Keith drew a pie chart showing funding and what farebox recovery ratio means. Much discussion ensued about farebox, agency budgets, need, etc. Kathy Urlie outlined the return of Local Transportation Funds under the Transportation Development Act to the county of origin and its priority for uses. After further discussion, Phylcia Snow motioned, seconded by Susan Tieden, to reduce the farebox recovery threshold to 15% from 20%. After additional discussion, including Chuck Aukland indicating that he was concerned about the SSTAC not understanding the ramifications of a change to the farebox recovery ratio, Steve asked for a vote and indicated that the motion passed with five supporting it (Snow, Tieden, Hale, May, and McAleer) and two opposing it (Smith and Powell). A subcommittee was appointed (Smith, Snow, Tieden, and McAleer—with Keith providing SRTA staff assistance) to work out the language change and bring back.

d) Taxicab Wheelchair Accessibility Report – Robert Hale addressed this item, as he indicated that “life doesn’t stop in the evenings, Sundays, etc.” He indicated that Precious Cargo provides wheelchair accessibility and that there are three taxi companies in Shasta County: ABC, Yellow Cab, and Roadrunner Taxi. He recommended that the SSTAC work to obtain federal grants to get a wheelchair accessible cab. Joseph Redding of ABC cabs made a plea for assistance, particularly encouraging the application to FTA for a Section 5310 grant, or other grant funding sources, for an accessible van.

e) Intercity Transportation Study Update – On behalf of her colleague, Jenn Pollom, Kathy presented the progress to-date on the intercity study, that alternatives are being considered, and that the expectation is it will go to the SRTA Board of Directors in September for consideration.

f) Coordinated Transportation Plan Update – Kathy thanked the SSTAC members and their colleagues for responding to the consultant’s request for completing the on-line survey, participating in telephone interviews to provide more specific information, and for attending the July 14, 2016 stakeholder workshop. She indicated that it is expected to be presented to

the SRTA Board of Directors in December for consideration—although a review draft will be available before that time.

5. Transit Operator Updates:

a) RABA – Chuck noted that Sarah Grant had moved on from the city of Redding to Green Dot Transportation, and that interviews for her position are being held on Monday. Although he hasn't seen statistics, he indicated that people seem to be using and enjoying the Whiskeytown service. He mentioned that its success will be evaluated and, if successful, it might continue in subsequent years even without grant funding (\$2K McConnell Foundation and \$3K Redding Rancheria) since it's only about \$7-8 thousand to operate throughout the summer. He continued by noting that the new Cottonwood service is only receiving about 8-10 riders a day. For the Crosstown Express, he is working with Bethel Church to better serve them, and expects to go the RABA Board of Directors in August with a service recommendation. Additionally, Chuck reported that Shasta College has provided funding to RABA to provide transportation for Shasta College students and staff.

b) SSNP – Jennifer Powell mentioned the North State Services Committee and looking at intercounty services. She also referenced the SRTA-funded study for SSNP to investigate alternatively-fueled vehicles, establish an electric charging station on the Mercy Oaks campus, and hire a consultant for technology improvements. Keith mentioned obtaining origin-destination information from Simply.

c) Other Member Updates – None.

6. Items for Next SSTAC Meeting:

a) Meeting Location – Aaron Casas will look into the availability of the Caltrans Executive Conference Room for the next SSTAC meeting: September 21, 2016.

b) Other Items – None provided.

7. Adjourn:

There being no further business to discuss, Chair Smith adjourned the meeting at 2:53 PM.



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Daniel S. Little, Executive Director

DATE: September 21, 2016
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Steve Smith, Chair
SUBJECT: Reasonable to Meet Definition

SSTAC Subcommittee Recommendation

- A. Amend existing definition to read (as in Attachment 3): "After two years, any new transit service adequate to meet the unmet need must operate with a minimum fare box ratio of 15% and 10% in urban and nonurbanized areas, respectively."
- B. Add "Other Additions" section to the amended Reasonable to Meet definition as shown in Attachment 1 to the Reasonable to Meet Discussion Document:
 - **Grants** - Subsidies for new transit services may be funded entirely with grants.
 - **Jurisdictions** - Subsidies for new transit services may be funded entirely by a local agency at that agency's discretion.
 - **Critical Service** - At the discretion of the SRTA Board of Directors (BOD), new or continuing transit service may be provided if it represents a **critical or essential service**, as determined by the BOD, which will not result in fare box penalties for the transit system as a whole. Note that this adds "or continuing" to "new transit service."

SSTAC Recommendation

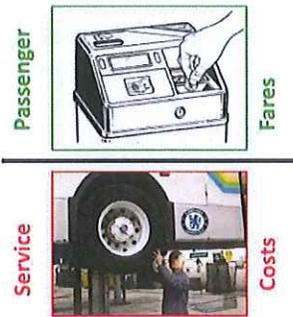
It is recommended that the SSTAC consider the above August 23, 2016 SSTAC Subcommittee's recommendation for forwarding a recommendation to the Shasta Regional Transportation Agency (SRTA) Board of Directors for revision to its Reasonable to Meet definition.

Every year SRTA conducts an Unmet Transit Needs review. Over the course of the year, members of the public submit requests for transit service which must pass a regionally defined, two-part test to be eligible for state-authorized Transportation Development Act (TDA) funding. The first test determines whether the transit service request represents an "unmet transit need." If the service request passes the first test, a second test determines whether the unmet transit need is considered "reasonable to meet." The definitions of "unmet transit need" and "reasonable to meet" are defined by the SRTA Board of Directors consistent with TDA statute.

The SSTAC revisited the SRTA-established definition of Reasonable to Meet at its July meeting. One of the factors, included in the definition, which the SRTA Board of Directors must annually consider is whether transit service can maintain a minimum fare box ratio. The fare box ratio is the ratio of

passenger fares to the costs associated with the operation of a transit service (See Figure 1). This annual analysis is applied to both *proposed* routes or service areas, or whether the *existing* routes or service areas still meet the definition. SRTA has established a minimum fare box ratio to help guide its decision on whether a proposed service is reasonable to meet. SRTA's current reasonable to meet definition, established in December, 2000, states that urban transit service must operate with a minimum 20% fare box ratio and rural transit service with a 10% fare box ratio (See Attachment 2). This is consistent with TDA standards and represents the most stringent fare box ratio that can be approved by the board of directors.

Figure 1
Farebox Ratio



For the continued receipt of Local Transportation Funds, the TDA required fare box ratio minimum, or floor, is 15%. The current RABA system operates at 16.9%.

At the July SSTAC meeting, there was some confusion surrounding an appropriate minimum fare box threshold, and members Steve Smith, Margie McAleer, Phylcia Snow, and Susan Tieden volunteered to explore the subject further as a subcommittee and return to SSTAC in September with a recommendation for potential revisions to the Reasonable to Meet definition to forward to the SRTA Board of Directors for consideration. After reviewing the Reasonable to Meet Discussion Document (See Attachment 1), the subcommittee met on August 23rd to discuss the merits of different alternatives to the current minimum fare box threshold in the reasonable to meet definition. Phylcia Snow was unable to attend the subcommittee meeting, and is currently on leave from work.

The SSTAC subcommittee was unanimous in recommending a lower minimum fare box threshold in order to give pilot transit services an opportunity build ridership and reduce the chance of finding transit services, including feeder routes, not reasonable to meet. Additionally, the subcommittee noted that these new pilot services might be able to meet latent demand and potentially improve RABA's system performance over time.

At the September 21, 2016 SSTAC meeting, SRTA Executive Director Dan Little will be available to provide additional background on minimum fare box recovery ratios, TDA fare box penalty provisions, and other information in which the SSTAC might be interested related to this subject.

Attachment 1

Reasonable to Meet Discussion Document

As Presented to SSTAC Subcommittee

When considering a potential change to the Reasonable-to-Meet (RTM) definition, please consider RABA's system-wide performance is goal is 19%; a Transportation Development Act penalty is enforced when performance drops below 15%; and the system's current performance is at 16.9%.

| RTM Definition (financial aspect) | | |
|--|---|--|
| Farebox Alternatives | | |
| 1 | Current | "...operated with a subsidy not to exceed 80% of operating cost in urbanized areas and 90% in nonurbanized areas." |
| 2 | TDA Minimum | ...operated with a minimum farebox of 15% in urbanized areas and 10% in nonurbanized areas. |
| 3 | Relaxed Start-ups w/ current Farebox ratio | ...operated with a minimum farebox of 15% in urbanized areas and 8% in rural areas. After two years, the new service must operate with a minimum farebox of 20% and 10% in urban and rural areas respectively. |
| 4 | Relaxed Start-ups w/ minimum Farebox ratio | ...operated with a minimum farebox of 10% in urbanized areas and 5% in rural areas. After two years, the new service must operate with a minimum farebox of 15% and 10% in urban and rural areas respectively. |
| Other Additions | | |
| Grants | Subsidies for new transit services may be funded entirely with grants. | |
| Jurisdictions | Subsidies for new transit services may be funded entirely by a local agency at that agency's discretion. | |
| Critical Service | At the discretion of the SRTA Board of Directors (BOD), new transit service may be provided if it represents a critical or essential service , as determined by the BOD, which will not result in farebox penalties for the transit system as a whole. | |
| Factors for SSTAC Subcommittee Consideration | | |
| <ul style="list-style-type: none"> • Recognize that time is needed to establish a new route and achieve the required farebox ratio. • Lower farebox thresholds and a two-year grace period offer new routes an improved likelihood of meeting performance requirements and an opportunity to grow ridership as the public becomes more familiar with the new service as a result of marketing efforts and word of mouth. If the new service is an extension of an existing route, the two-year exemption only applies to route extensions that are 25% or greater. • Funds are needed for both <u>transit</u> and <u>streets and roads</u>. If more money is spent on transit, then it is possible that less money could be spent on streets and roads. • Alternatives 2, 3, and 4 limit the SRTA Board of Directors' flexibility. Requires funding for services below TDA standard. | | |

Attachment 2

SRTA's Reasonable to Meet Definition

Reasonable to Meet. An identified unmet transit need shall be found "reasonable to meet" only under the following conditions:

1. It has been demonstrated to the satisfaction of the Agency that **transit service adequate to meet the unmet need can be operated with a subsidy not to exceed 80% of operating cost in urbanized areas and 90% in nonurbanized areas.** It must also have been demonstrated that the unsubsidized portion of operating costs can be recovered by fare revenues as defined in the State Controller's Uniform System of Accounts and Records. The "Cost Allocation Method" as shown in Exhibit (A) is the method to be used for determining fare box ratio.

(a) Transit service subsidy maximums may be determined on an individual route or service area, or an individual proposed route or service area, basis.

2. The proposed expenditure of Transportation Development Act funds required to support the transit service does not exceed the authorized allocation of the claimant, consistent with Public Utilities Code Sections 99230-99231.2 and TDA Regulations Sections 6649 and 6655.

The fact that an identified need cannot fully be met based on available resources, however, shall not be the sole reason for finding that a transit need is not Reasonable to Meet.

3. The proposed expenditure shall not be used to support or establish a service in direct competition with an existing private service, nor to provide 24-hour service.

4. Where transit service is to be jointly funded by two or more of the local claimant jurisdictions, it shall be demonstrated to the satisfaction of the Commission that the resulting inter-agency cost sharing is equitable. In determining if the required funding equity has been achieved the Commission may consider, but is not limited to considering whether or not the proposed cost sharing formula is acceptable to the affected claimants.

5. Transit services designed or intended to address an unmet transit need shall in all cases make coordinated efforts with transit services currently provided, either publicly or privately.

Attachment 3

Proposed SSTAC Subcommittee Reasonable to Meet Definition

Reasonable to Meet. An identified unmet transit need shall be found “reasonable to meet” only under the following conditions:

1. It has been demonstrated to the satisfaction of the Agency that **after two years, any new transit service adequate to meet the unmet need must operate with a minimum farebox ratio of 15% and 10% in urban and nonurbanized areas, respectively.** It must also have been demonstrated that the unsubsidized portion of operating costs can be recovered by fare revenues as defined in the State Controller’s Uniform System of Accounts and Records. The “Cost Allocation Method” as shown in Exhibit (A) is the method to be used for determining fare box ratio.

(a) Transit service subsidy maximums may be determined on an individual route or service area, or an individual proposed route or service area, basis.

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